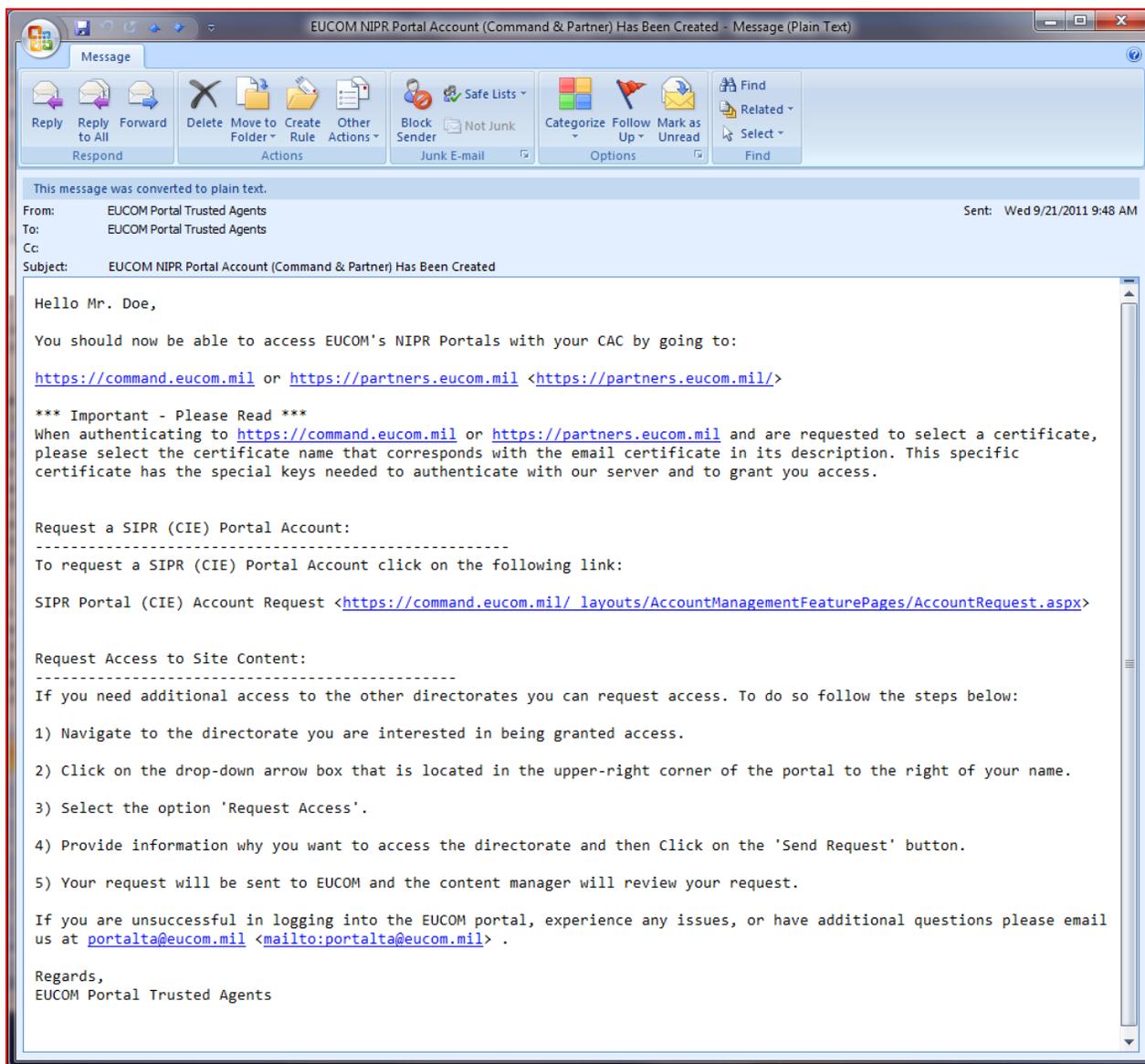


## How to Request a SIPR (CIE) Portal Account

1) After the CAC account has been created the requestor will receive the following NIPR email:



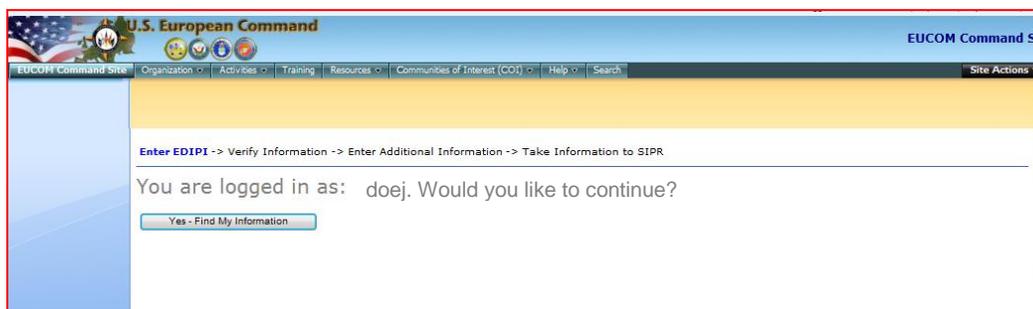
2) The CAC user must first sign into the Command Portal at <https://command.eucom.mil>.

3) After signing into the Command Portal the user can click on the ‘SIPR (CIE) Portal Account Request’ link provided in the email, or do the following:

- a. From the Command Portal home page click on the drop-down arrow located under the ‘I need to...’ section and select “Request a SIPR (CIE) Portal Account (External Users Only)”.
- b. Click on the green arrow icon to submit the request.

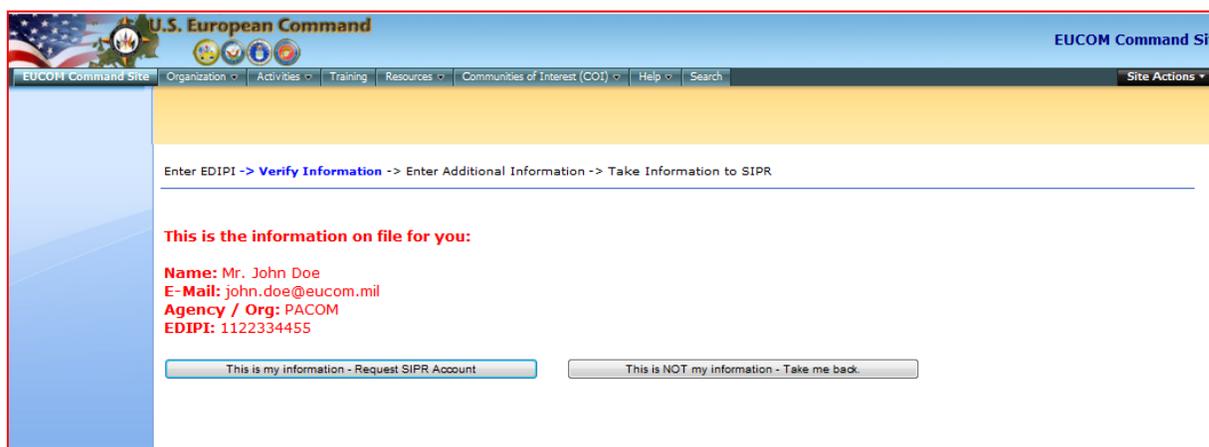
**Note:** Requesting a SIPR (CIE) Portal Account is only for external users. AFRICOM and EUROM users cannot use this feature as they already have access to the SIPR (CIE) portals.

4) The CAC user should click on the ‘Yes – Find My Information’ button from the screen below.



**Note:** AFRICOM and EUROM account holders will not be able to perform this function as they already have access to the SIPR (CIE) portals

5) The CAC user should click on the ‘This is my information – Request SIPR Account’ button from the screen below.



- 6) The CAC user should enter in a 4-digit pin and their SIPR email address and then click on the ‘Submit Request’ button.



U.S. European Command  
EUCOM Command Site

Organization | Activities | Training | Resources | Communities of Interest (COI) | Help | Search | Site Actions

Enter EDIPI -> Verify Information -> **Enter Additional Information** -> Take Information to SIPR

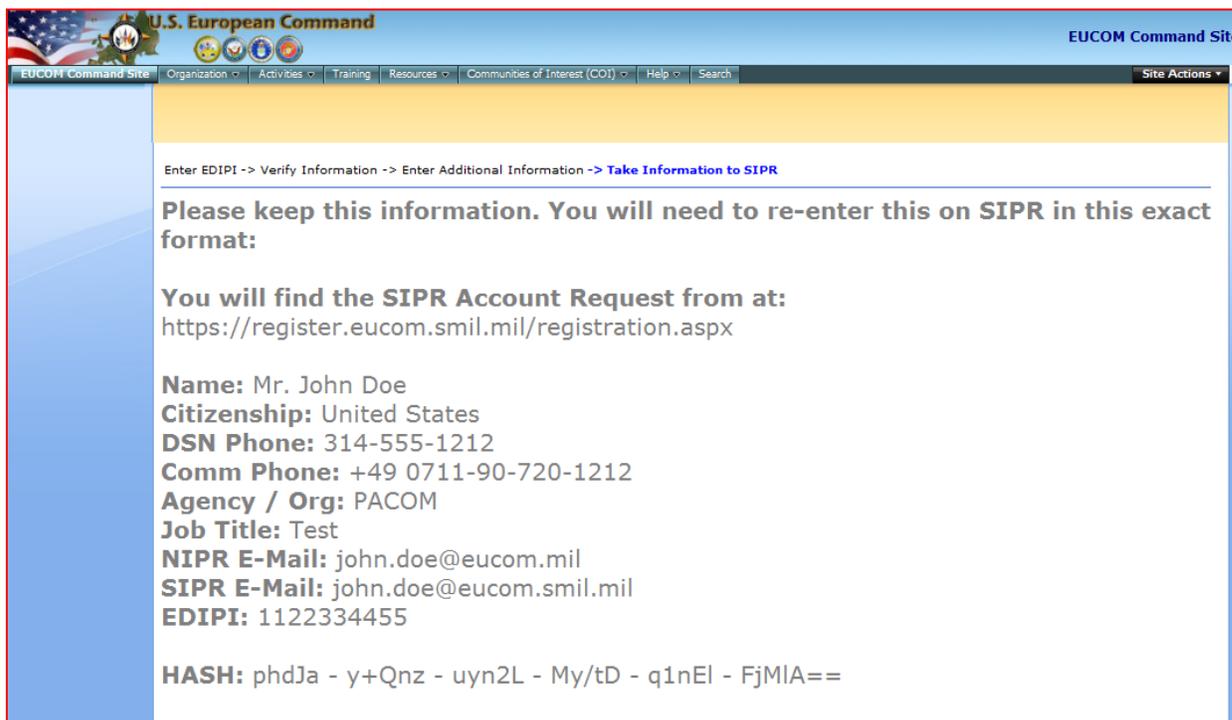
**Please Enter A 4-Digit Pin**

Secure Pin:

Confirm Secure Pin:

SIPR Email:

- 7) The CAC user will receive the following information displayed in the web browser and a copy sent to their NIPR email.



U.S. European Command  
EUCOM Command Site

Organization | Activities | Training | Resources | Communities of Interest (COI) | Help | Search | Site Actions

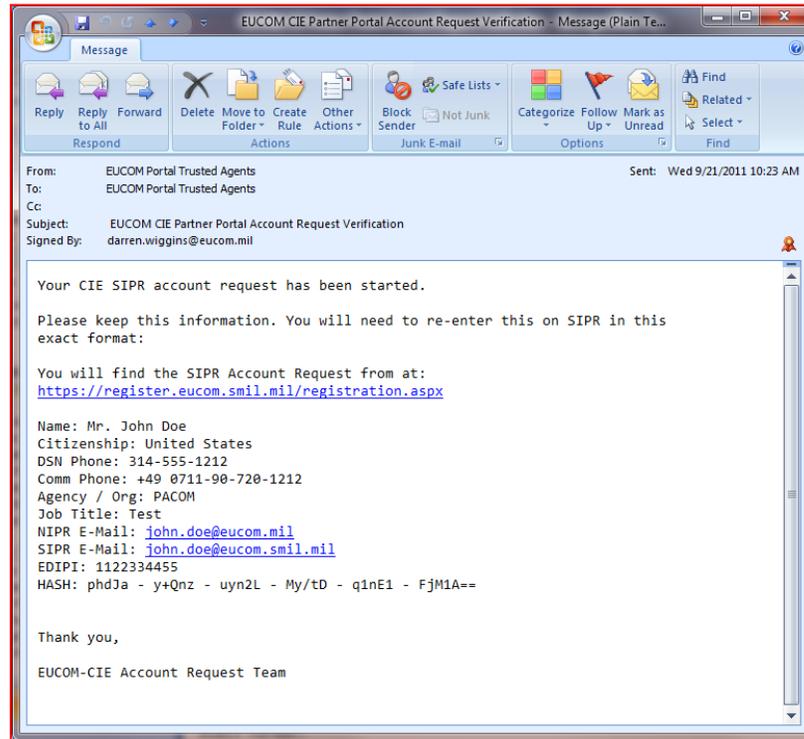
Enter EDIPI -> Verify Information -> Enter Additional Information -> **Take Information to SIPR**

**Please keep this information. You will need to re-enter this on SIPR in this exact format:**

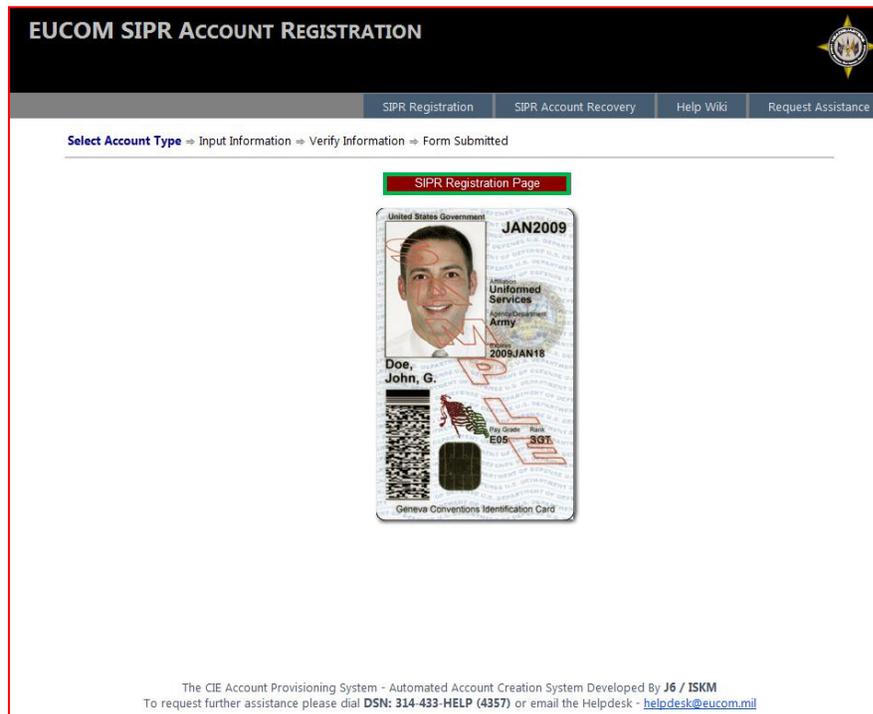
**You will find the SIPR Account Request from at:**  
<https://register.eucom.smil.mil/registration.aspx>

**Name:** Mr. John Doe  
**Citizenship:** United States  
**DSN Phone:** 314-555-1212  
**Comm Phone:** +49 0711-90-720-1212  
**Agency / Org:** PACOM  
**Job Title:** Test  
**NIPR E-Mail:** john.doe@eucom.mil  
**SIPR E-Mail:** john.doe@eucom.smil.mil  
**EDIPI:** 1122334455

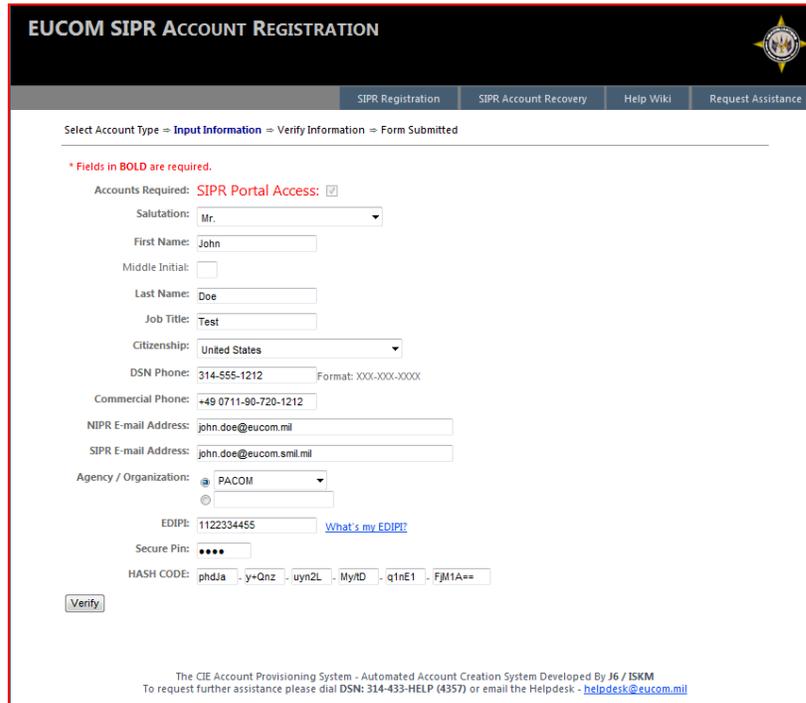
**HASH:** phdJa - y+Qnz - uyn2L - My/tD - q1nEl - FjMIA==



8) From a web browser on the SIPR the user should go to <https://register.eucom.smil.mil/registration.aspx> and click on the ‘SIPR Registration Page’ button.



9) The user should fill out the information provided in the NIPR email sent earlier and click on the ‘Verify’ button.



**EUCOM SIPR ACCOUNT REGISTRATION**

SIPR Registration   SIPR Account Recovery   Help Wiki   Request Assistance

Select Account Type ⇒ Input Information ⇒ **Verify Information** ⇒ Form Submitted

\* Fields in **BOLD** are required.

Accounts Required: **SIPR Portal Access:**

Salutation: Mr.

First Name: John

Middle Initial:

Last Name: Doe

Job Title: Test

Citizenship: United States

DSN Phone: 314-555-1212  Format: XXX-XXX-XXXX

Commercial Phone: +49 0711-90-720-1212

NIPR E-mail Address: john.doe@eucom.mil

SIPR E-mail Address: john.doe@eucom.sml.mil

Agency / Organization: PACOM

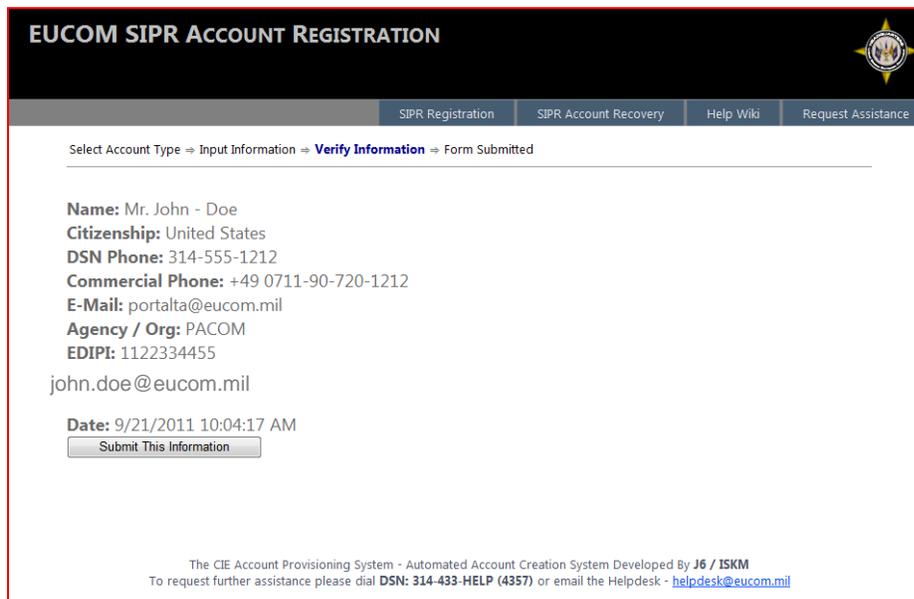
EDIPI: 1122334455  [What's my EDIPI?](#)

Secure Pin:

HASH CODE: phdJa . y+Qnz . uyn2L . MyID . q1nE1 . FjM1A==

The CIE Account Provisioning System - Automated Account Creation System Developed By J6 / ISKM  
To request further assistance please dial DSN: 314-433-HELP (4357) or email the Helpdesk - [helpdesk@eucom.mil](mailto:helpdesk@eucom.mil)

10) The user should click on the ‘Submit This Information’ button.



**EUCOM SIPR ACCOUNT REGISTRATION**

SIPR Registration   SIPR Account Recovery   Help Wiki   Request Assistance

Select Account Type ⇒ Input Information ⇒ **Verify Information** ⇒ Form Submitted

**Name:** Mr. John - Doe  
**Citizenship:** United States  
**DSN Phone:** 314-555-1212  
**Commercial Phone:** +49 0711-90-720-1212  
**E-Mail:** portalta@eucom.mil  
**Agency / Org:** PACOM  
**EDIPI:** 1122334455

john.doe@eucom.mil

**Date:** 9/21/2011 10:04:17 AM

The CIE Account Provisioning System - Automated Account Creation System Developed By J6 / ISKM  
To request further assistance please dial **DSN: 314-433-HELP (4357)** or email the Helpdesk - [helpdesk@eucom.mil](mailto:helpdesk@eucom.mil)

11) The user will receive the following message displayed in the browser followed by and email.

EUCOM SIPR Account REGISTRATION

SIPR Registration   SIPR Account Recovery   Help Wiki   Request Assistance

Select Account Type ⇒ Input Information ⇒ Verify Information ⇒ **Form Submitted**

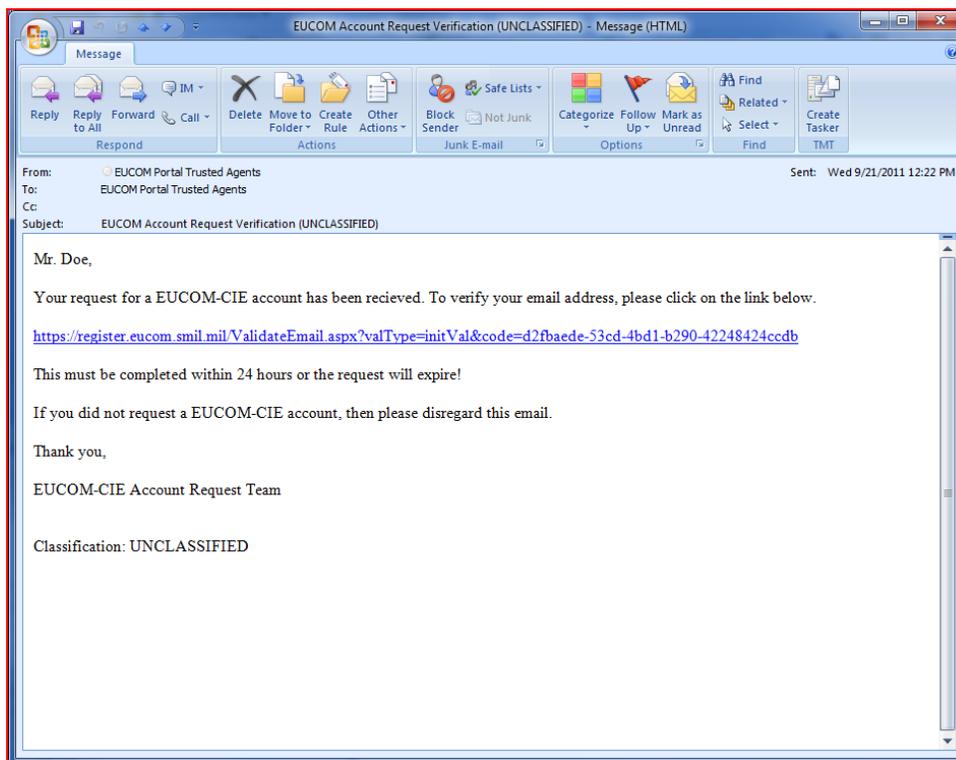
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Thank you for registering. You will be receiving an email with further instructions for this process.

You have **24 HOURS** to respond to the email and confirm your email address. If you are unable to confirm your email address in that time you will need to resubmit your account request.

For any questions please contact **DSN: 314-433-HELP (4357)**.

The CIE Account Provisioning System - Automated Account Creation System Developed By **J6 / ISKM**  
 To request further assistance please dial **DSN: 314-433-HELP (4357)** or email the Helpdesk - [helpdesk@eucom.mil](mailto:helpdesk@eucom.mil)



**Message**  
 EUCOM Account Request Verification (UNCLASSIFIED) - Message (HTML)

From: EUCOM Portal Trusted Agents  
 To: EUCOM Portal Trusted Agents  
 Cc:  
 Subject: EUCOM Account Request Verification (UNCLASSIFIED)

Sent: Wed 9/21/2011 12:22 PM

Mr. Doe,

Your request for a EUCOM-CIE account has been received. To verify your email address, please click on the link below.

<https://register.eucom.smil.mil/ValidateEmail.aspx?valType=initVal&code=d2fbaede-53cd-4bd1-b290-42248424ccdb>

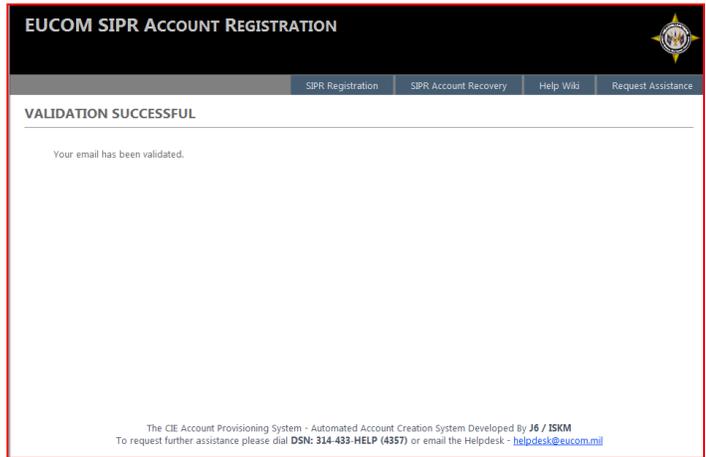
This must be completed within 24 hours or the request will expire!

If you did not request a EUCOM-CIE account, then please disregard this email.

Thank you,  
 EUCOM-CIE Account Request Team

Classification: UNCLASSIFIED

12) After the user has clicked on the link verifying their SIPR email address they will receive the following message displayed in a web browser. At this point the SIPR (CIE) portal account provisioning has begun. It will take approximately 10 minutes for their account to be created.



13) Once the account is created the user will receive the following two emails on how to access the SIPR (CIE) portals and how to change their password.

